

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
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8	DDS&T				
9	Chm/NIC				
10	GC				
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12	Compt				
13	D/EE0				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20	NIO/W	✓			
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SUSPENSE

Date

Remarks:

[Signature]
Executive Secretary
3/4/83
Date

3637 (10-81)

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THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D.C. 20505

National Intelligence Council

NIC #0852-83
31 January 1983

MEMORANDUM FOR: Rear Admiral Robert W. Schmitt
Assistant Director for JCS Support
Defense Intelligence Agency

FROM : David Y. McManis
National Intelligence Officer for Warning

SUBJECT : National Warning Staff Manning

REFERENCE : Your Letter Dated 8 November 1982, Same Subject

1. The manning requirements for the National Warning Staff are now taking shape. We would like DIA to provide four billets.

- a. GS-15 Senior Analyst
- b. GS-11 Intelligence Technician
- c. E06 Administrative Supervisor
- d. GS-07 Intelligence Technician-Stenographer

2. We have completed the position descriptions for the Intelligence Technician-Stenographer and have attached it and a Vacancy Notice request so action to fill this billet can proceed. The remaining position descriptions will be forwarded shortly.


David Y. McManis

2 Attachments:
As stated (h/w)

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NIC #0852-83
31 January 1983

SUBJECT: National Warning Staff Manning

Distribution:

- Orig - Addressee (w/atts)
- 1 - NIO/W (w/o atts)
- 1 - A/NIO/W (w/o atts)
- 1 - NWS (w/atts)
- 1 - NIO/W Chron (w/o atts)
- 1 - File (w/atts)
- 1 - DDI Registry (w/atts)

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1. Receives and performs preliminary review of incoming messages, documents and other intelligence materials; records and makes preliminary distribution and sorting of intelligence materials to the appropriate analyst.

2. Receives and responds to routine requests for information pertaining to office policies and procedures and status of work in progress; receives telephone calls and ascertains purpose of and appropriate staff member to respond to calls, keeping in mind strict security procedures of this interagency staff.

3. Assists senior professionals by performing document search and retrieval within the NWS, from supporting agencies, and from ADP systems; organizes materials to support senior professionals, assists unit security officer with administrative tasks, scheduling; maintains appropriate liaison within the intelligence community to perform these tasks.

4. Types drafts of memoranda, correspondence and all written products of the senior professionals of the NWS and the NIO/W, both for internal use and external dissemination; makes distribution of such materials to supporting and interested agencies throughout the intelligence community; reviews all such materials for correctness of format, spelling, punctuation, grammar,

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compliance with security regulations and NIO/W/NWS policies, making corrections as required.

5. Initiates and coordinates appointments through secretaries with senior officials of the intelligence community as required, including scheduling analysts' attendance at regular warning meetings; on own initiative arranges support and administrative materials needed for successful accomplishment of meetings for the NWS and NIO/W.

6. Functions as recording secretary for the NIO/W and NWS at conferences and meetings, takes notes or verbatim notes as required; transcribes in summary, adding data that may apply from regulations, directives, policies, etc.; attends classified briefings, takes notes as directed and initiates follow-up actions as directed.

7. Maintains DIA regulations pertinent to the operations of the NWS.

8. Maintains the official correspondence files of the NIO/W and NWS.

9. Assists the senior intelligence technician in maintaining permanent substantive warning files of the NWS.

10. Performs other duties as required.

The security clearance level required is 6.

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